

CALIFORNIA CHILDREN AND FAMILIES COMMISSION PROJECT PROPOSAL

AGENDA ITEM #:16

DATE OF MEETING: _____

ACTION: X
DISCUSSION: _____

PROJECT TITLE: Technical Assistance for County Commissions

A. SUMMARY OF REQUEST: (Update)

As you recall at the last State Commission meeting, we proposed a project in partnership with the Association to provide technical assistance on financial management and administrative controls etc.

Since the last meeting, the County Association secured the services of the Government Finance Officers Association (GFOA) to assist the Association in conducting an assessment of the finance functions of the county commissions. The Association has worked with GFAO and developed a plan to assist a small number of volunteer county commissions to

- (1) Assess the finance functions of California county children and families commissions;
- (2) Identify specific opportunities for improvement in the commissions' finance planning, management, staff capacity and reporting capabilities; and
- (3) Propose an action plan for implementing improvements.

B. BACKGROUND/HISTORY:

For the past five years, the State and County Commissions have designed and created programs that promote, support, and improve the early development of children from prenatal to five years of age. As agencies responsible for carrying out the implementation of Proposition 10, it is incumbent on us to continue to strive to improve operations, to provide reasonable assurances regarding the appropriateness of administrative procedures, and to insure the efficient utilization of our revenues in achieving our strategic goals..

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C. PROPOSAL:

In response to this issue, the Association has arranged for the GFOA to begin a review on a pilot basis an evaluation of commissions' core financial processes, financial policies and procedures, existing fiscal controls, and an assessment of the level of financial management and reporting. The pilot is expected to cost \$54,000 for a review of at least three counties, but could be slightly more if more counties volunteer. We recommend we approve up to \$100,000 to be allocated to a County Commission.

1. Proposed contractor (Government Finance Officers Association)

GFOA's mission is to enhance and promote the professional management of government finance resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit. The type of service the Association has requested is something GFOA is uniquely qualified to perform.

2. Scope of work

Task One: Designate a Project Sponsor and Define Project Outcomes

- Preliminary steps at beginning to clarify and define project

Task Two: Establish a Project Guidance Team

- Develop team that will provide feedback, guidance, and continuity during the project

Task Three: Collect and Evaluate Information on Current Situation

- GFOA will attend three to four of the county commissions' regional meetings to conduct group interviews of attendees. As part of this task, they may also need to conduct on-site reviews at a sample counties (limited to one or two).
- Also as part of this task, county commission staff will write and administer a survey on financial practices to all county commissions. GFOA staff will review the survey before it goes out, then will analyze the results of the survey.

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- GFOA will also conduct a document review: Financial Statements, Annual and interim reports to the State Commission, Policy and Procedure manuals, and all other relevant planning and financial documents

Task Four: Identify Opportunities for Improvement and Preliminary Action Plan:

- GFOA will identify a range of opportunities for improving financial management at county commissions

Task Five: GFOA will conduct a meeting to review findings and the preliminary action plan and draft a final report

- 1 to 2 day meeting of representatives identified by project sponsor to discuss findings and recommendations and to have participants provide feedback on the action plan.

3. Primary goals and objectives
Please see attached proposal

4. Population
All Commissions

5. Time frames

The proposal will provide for the review of at least three counties. GFOA will have two deliverables for the August 6th statewide professional summit in Ventura and will participate in two sessions during the summit. Once these county reviews are complete, a determination will be made to see if services should be expanded/offered to other counties on a voluntary basis. We will come back with an updaters, and if required an amended funding proposal.

6. Evaluation
The preliminary Action Plan and Draft Final Reports to the Association and CCFC Executive Office for Review

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7. Cost

The cost request is for up to \$100,000

D. CCFC OBJECTIVES:

This project meets CCFC Goal 5 as outlined in the CCFC Strategic Plan

Goal 5. Organizational Effectiveness

Ensure programs and resources are utilized and managed in the most effective manner and in accordance with state laws and regulations.

E. INTERFACE/IMPACT ON OTHER PROGRAMS:

Review of randomly selected county commissions

F. Attachments

YES, Please see attached GFOA proposal.